Course Overview

In this course, our SHARP Trainer, James, will walk you through the basics of Time and Labor, including key terms, processes, and roles. Next, you will learn about the key activities of the Timekeeper role such as basic time reporting, time reporting for projects, and entering time adjustments. The final lesson covers the Timekeeper's role in managing exceptions (or errors) in reported time as well as how to print the employee time document.

The pre-requisite for this course is the completion of the **Introduction to SHARP** Training Material located on the SHARP Customer website at https://www.admin.ks.gov/offices/personnel-services/sharp/9-2-training-desk-aids.

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the key terms used in Time and Labor
- Describe the Time and Labor process
- List the roles involved in the Time and Labor process

Lesson Topics

In this lesson you will learn about the following topics.

Topic 1: Time and Labor Key Terms

Topic 2: Time and Labor Process

Topic 3: Time and Labor Roles

Key Time and Labor Terms

Key time reporting terms include:

- Time Reporting Code (TRC)
- TRC Category
- TRC Program
- Workgroup
- Time Administration
- Reported Time
- Payable Time
- Taskgroup
- Task Profile

Tip: In order to understand Time and Labor processes, you must have a general understanding of key Time and Labor terms.

Time Reporting Code (TRC)

Time Reporting Codes (TRCs) represent the level at which an agency needs to track employee time to support all of its administrative and compensation needs. A TRC may be set up to accept dollars **or** hours. A TRC **cannot be both** dollars and hours.

A **TRC Category** groups together TRCs for summation and reporting purposes. One of our TRC categories is comprised of TRCs that count as hours worked for overtime purposes.

A **TRC Program** is a set of rules governing the use of time reporting codes. We use TRC Programs to identify like TRCs. For example, the HRLY TRC Program lists TRCs that are applicable only to hourly employees.

TIP: In many cases, the TRC that you use to report time is equivalent to the Earnings Code. For example, the 'SCK' TRC maps to the 'SCK' Earnings Code.

Workgroup

A group of time reporters who share identical time reporting requirements.

Example: Employees with the same overtime rules.

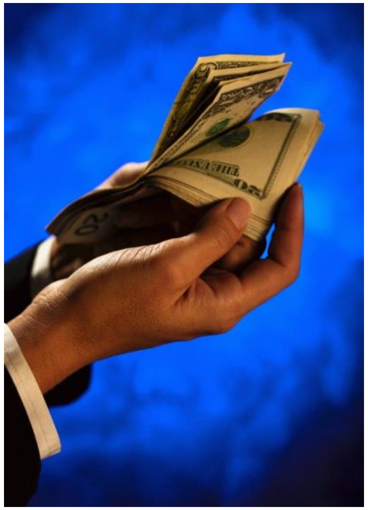
TIP: Each employee will have a workgroup assigned when they are hired. Workgroups can be updated if an employee's time reporting requirements change.

Reported Time versus Payable Time

Reported Time is the time that timekeepers and employees enter on the time document.

Time Administration

Reported time becomes payable time after it runs through the **Time Administration** process to check for exceptions.



PayableTime is the time that results in pay.

TIP: In order for paycheck information to process timely, all time entry should be complete by 11:00 AM of the last Friday of the pay period. Some agencies may require an different due date. Please verify with your Personnel Office.

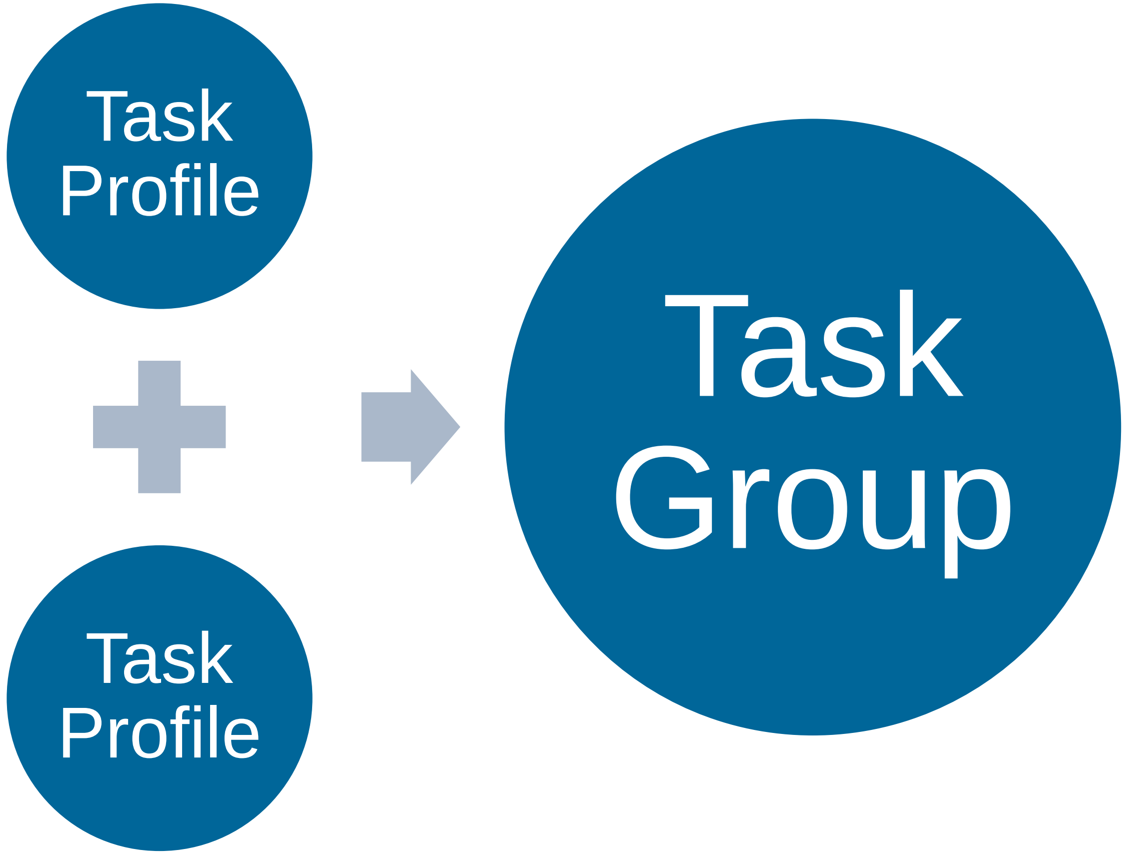
Time Administration

The Time Administration Process:

- Checks reported time against pre-set rules
- Selects Time Reporters (employees) for processing
- Determines the pay period to process
- Calculates prior pay period adjustments
- Converts reported time into payable time

TIP: Pre-set rules in Time Administration are based on Federal, State, and agency-level policies about how time worked is reported and processed.

Tasks



TIP: Your Task Profile and Taskgroup will most likely begin with your three digit agency number.

Tasks

Task Profile: Specifies the ChartField values that are used to charge time and is assigned a name that is “employee-friendly.” By using a task profile, employees are not required to understand the accounting string that is used to charge labor costs for individual projects and/or grants.

Taskgroup: A group of task profiles. Each Time Reporter is assigned a taskgroup.

Thu 1/24	Fri 1/25	Sat 1/26	Total	Time Reporting Code	Taskgroup	Task Profile ID
			8.0000	HDC - Holiday Credit-Paid-1.0	173PROSVC	
8.0000	8.0000		72.0000	REG - Regular Earnings	173PROSVC	

TIP: Your Task Profile and Taskgroup will most likely begin with your three digit agency number.

Time and Labor Process

The Time and Labor Process begins with the entry of time worked. There are three ways for reported time to be entered.

Employee enters time using Employee Self Service

Time is interfaced from an agency timekeeping system

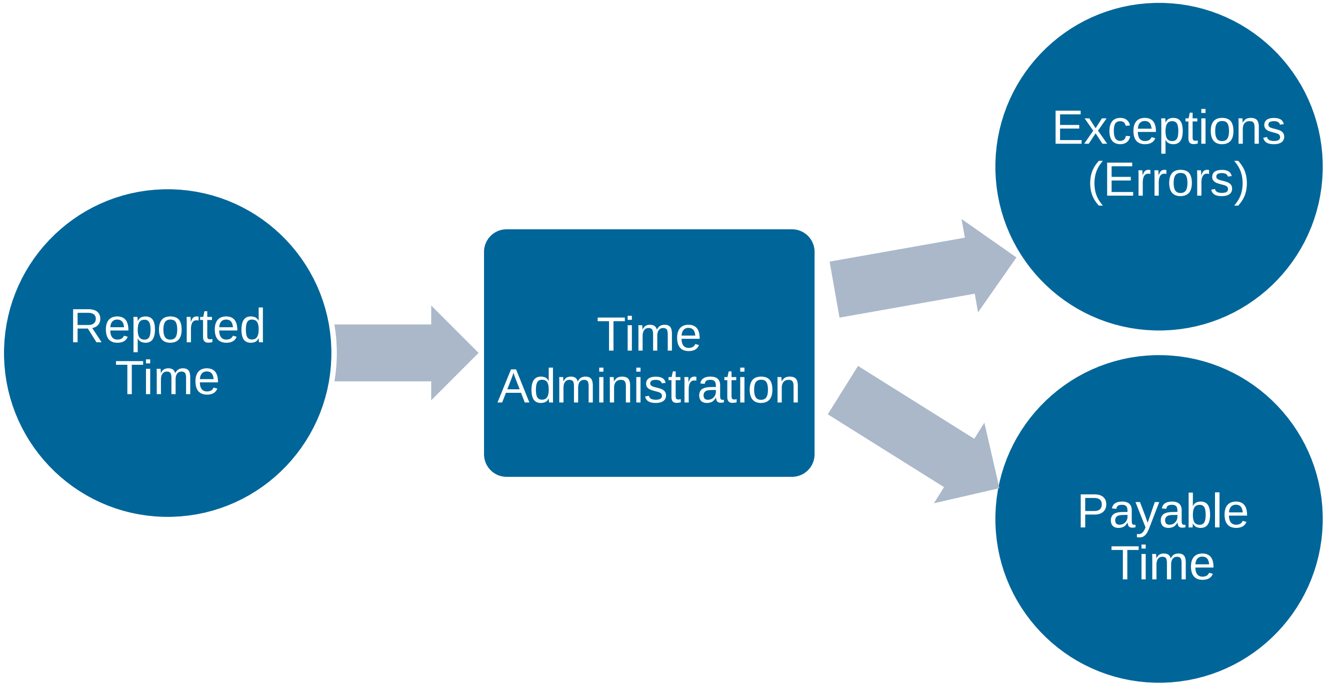
Reported Time

Timekeepers enter time in SHARP Time and Labor

TIP: Notify the employee and their supervisor if the reported time on the time document is recorded incorrectly. Changes to the document require approval from both persons signing the document.

Time and Labor Process (cont.)

Reported time runs through the Time Administration process to check what is entered against State of Kansas reported time rules.



Important!
Timekeepers and HR Administrators work together to "fix" exceptions (errors) for reported time.

Time and Labor Process (cont.)

If there are exceptions (errors) in reported time, they must be fixed and run through the Time Administration process again. This process is repeated until exceptions are resolved.

TIP: Some examples of common exceptions (errors) to reported time are hours that are over the FLSA limit or incorrectly reported overtime.

Time and Labor Process (cont.)

As a final step, payable time must be reviewed by your Personnel Office and approved to continue on to the Payroll Process. If the HR Administrator does not approve payable time, likely there is an exception (error) that needs to be fixed using the Manage Exceptions Process.

TIP: The Payroll Process is covered in the **SHARP Payroll Training Material** which is available from the SHARP Customer Service website.

How Will You Use Time and Labor?

Human Resource Administrator

Enrolls employees as Time Reporters during the hiring process and updates Time Reporter information, as needed. Approves Payable Time.

Task Maintainer

Enters and maintains Task Groups and Task Profiles.

Timekeeper

Enters and adjusts time for a group of employees who are not using self-service.

Reported Time Approver

Approves Self Service employee's reported time using Manager Self Service.

Time Reporter

Enters their own time using Employee Self Service.

TIP: You get access to Time and Labor by role. Roles control the data you can see as well as the activities you can perform.

Lesson Summary

Time Reporting Codes (TRCs) are an important element in Time and Labor. TRCs represent a single element of compensation or labor data (hours or dollars) and can be grouped into TRC Categories. Rules about the use of TRCs are grouped together into TRC Programs.

Reported time runs through the Time Administration process to check for exceptions before becoming payable time.

Security roles determine which tasks you can perform in Time and Labor.

In this lesson, I walked you through an overview of SHARP Time and Labor.

Lesson Summary Continued

The Task Maintainer enters and maintains Taskgroups and Task Profiles.

The Personnel Office staff are responsible for reviewing and approving payable time before it moves on to the Payroll Process. If exceptions (errors) are found, they are worked using the Manage Exceptions Process.

The Time Administration process checks reported time against rules about how employees are compensated for time worked, which include the Fair Labor Standards Act as well as additional Federal, State, and agency-level policies.

This completes Lesson 1. In this lesson, I walked you through an overview of SHARP Time and Labor.